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Washington, DC 20546

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REVISION A
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Code M International Space Station (ISS) Development Requirements, Definition and Assessment Process

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**Code M
International Space Station (ISS) Development Requirements, Definition
and Assessment Process**

Approved and signed by

**Joseph H. Rothenberg
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Office of Space Flight**

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DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12-16-1998	
Revision	A	04-16-1999	Revisions resulting from DNV Pre-registration audit findings. Revised Section 5 to more accurately describe the process & elaborated on Section 6 accordingly. Revised Section 7 to agree with NPG 1441.1B.

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1.0 PURPOSE

The purpose of this OWI is to document the process used to establish requirements, definitions and complete assessments of ISS development programs/projects within the Office of Space Flight.

2.0 SCOPE

This OWI covers the ISS development requirements, definition and assessment process steps used by Space Development Office personnel within the Human Exploration and Development of Space (HEDS) Enterprise.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining this document. The controlled version of the manual is available on the world wide web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://hqiso9000.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. Any proposed revision to this manual is submitted by the AA (or designee) for OSF. The AA (or designee) for OSF authorizes approval of the revision after an internal review by the Document Control Board.

3.0 DEFINITIONS

The following definitions will assist the user in understanding the process documented in this OWI:

EAA	Enterprise Associate Administrator
GPRA	Government Performance Review Act - Government Performance and Results Act of 1993. The GPRA requires federal agencies to submit annual performance plans following the transmittal to Congress of the Presidents budget.
PCA	Program/Project Commitment Agreement – The contract between the administrator and the organizational PAA for implementation of a program
POP	Program Operations Plan – Time phased projection of resource utilization for R&D funded activities
IAR	Independent Annual Review – An annual review of the status of the commitments, performance, costs and schedule commitments in a PCA as compared to the program/project baseline and established thresholds
ACISS	Advisory Committee on International Space Station – A committee of NASA Advisory Council which reports to the NASA Administrator

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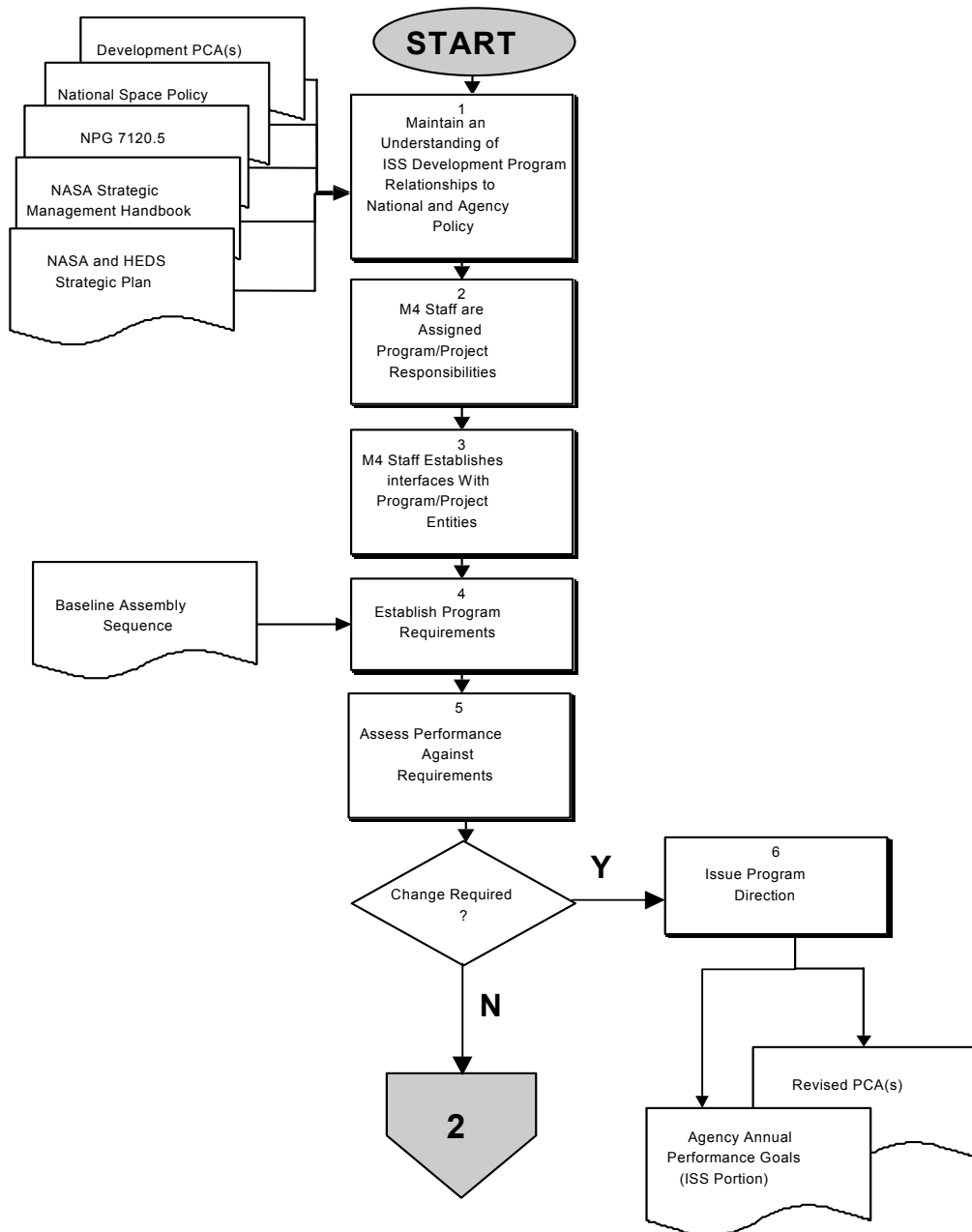
4.0 REFERENCES

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

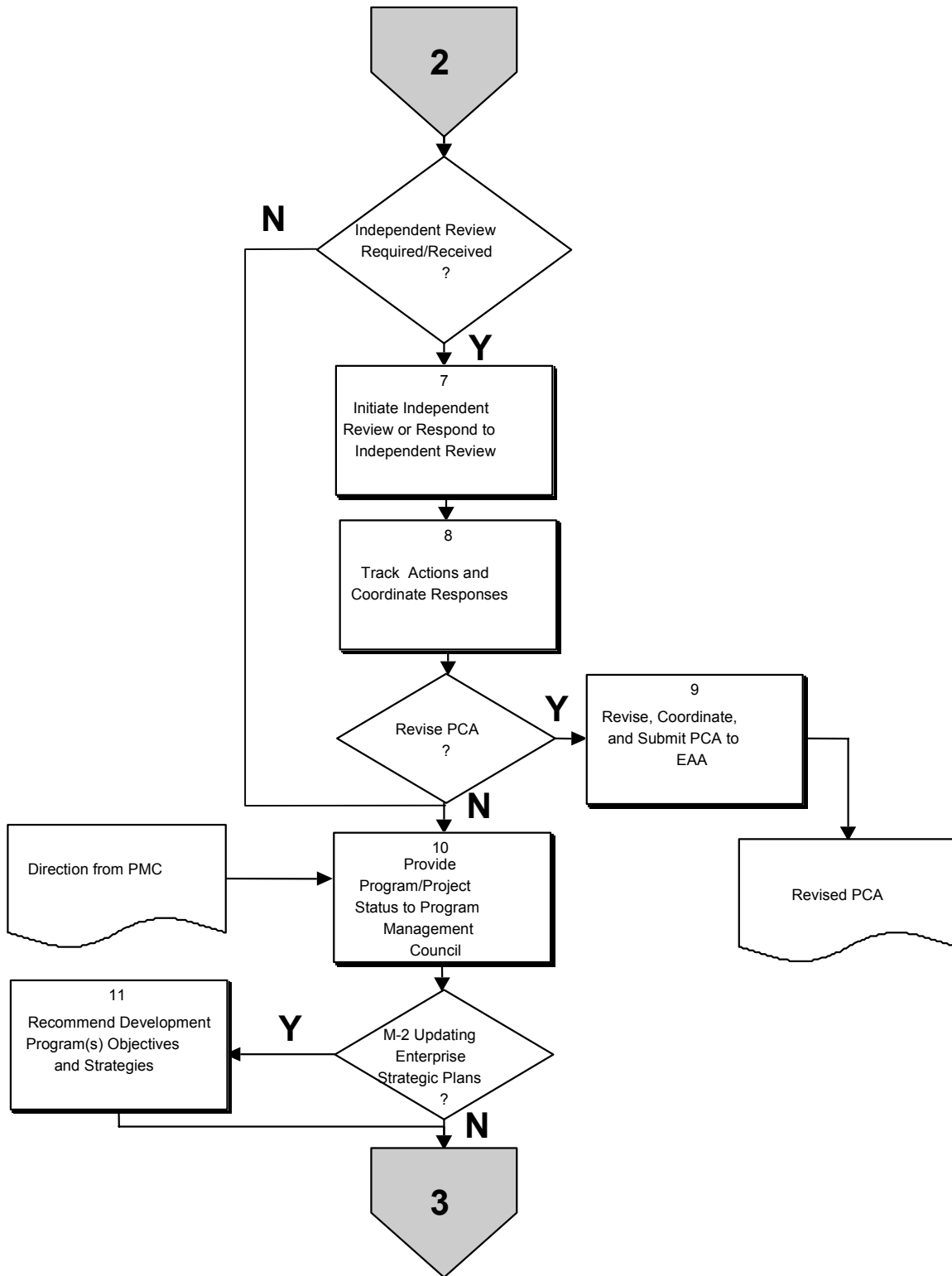
HQSM 1200.A.1	Headquarters Quality System Manual
NPG 7120.5	NASA Program Management Handbook
ISS Program Commitment Agreement (PCA)	
Station Program Implementation Plan	
Human Exploration and Development of Space Strategic Plan	
NASA Strategic Plan and Strategic Management Handbook	
National Space Act (as revised)	

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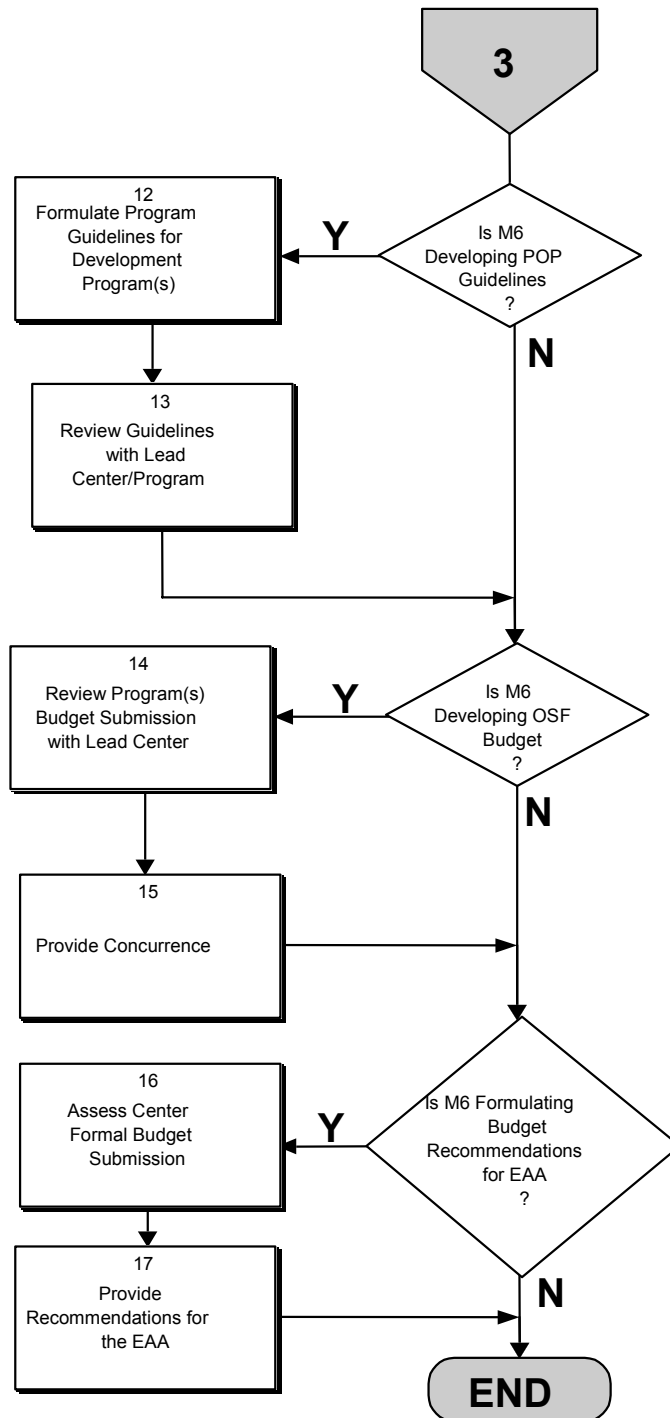
5.0 FLOWCHART



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6.0 INTERNATIONAL SPACE STATION (ISS) DEVELOPMENT REQUIREMENTS, DEFINITION AND ASSESSMENT PROCESS

The following process steps are those performed to accomplish the tasks related to the ISS development requirements, definitions and assessment process.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
M4	1	On a continual basis, develop an understanding of the Program/Project and the relationship/relevance of the Program/Project to the Enterprise, NASA and National Space Objectives.
ISS Chief Of Staff	2	Assign specific program /project implementation and monitoring responsibilities to M4 staff.
M4	3	Establish interfaces within the Program and non-program bodies which may have an impact on future requirements. Maintain close working relationships with key program/project individuals. Serve or represent Headquarters on program/project work teams, panels, and boards.
M4	4	Establish program requirements by reviewing the payload manifest requirements in the baseline assembly sequence, participating in program/project panels, boards, and work teams; monitoring program metrics, attending and reporting on formal Program reviews (e.g., Flight Readiness Reviews and Program Management Reviews).
M4	5	Assess performance against requirements. Monitor and review program/project staffing, budget, schedule, key program agreements and contracts. Attend and report on program/project status reviews. Identify and define Major issues affecting cost, schedule and technical risk. Report deviations from plan. Perform special studies. Update ISS Congressional support material, briefing books as necessary. Develop white papers or briefing material on relevant technical and programmatic issues Providing details on issue background, current status, and mechanism for issue resolution. Provide oral and/or written communication of material, draft testimony. Assess top-level programmatic risks and provide recommendations for risk mitigation, acceptance, or other action. These reviews are the responsibility of the NASA Chief Engineers' Office. Formal minutes & actions resulting from these meetings are documented by the Chief Engineers' Office.

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DAA	6	Issue program direction to include Program Commitment Agreement(s), and the OSF Development Program(s) portion of the Agency Annual Performance Goals. PCA is submitted to DAA/Space Development for concurrence then to EAA for approval and signature. Following EAA signature, PCA is submitted to Administrator for signature. ISS program performance goals are submitted to the Office of Policy and Plans following concurrence by the EAA.
M4	7	Initiate independent assessment review(s) and or respond to external committee reports (e.g. IAR, ACISS). Evaluate results to see if there should be a change in program requirements and coordinate responses, as required.
M4	8	Track independent assessment reviews and coordinate responses, as required.
PCA Coordinator	9	Revise, coordinate and submit PCA to EAA, if required. If it is necessary to revise a Program Commitment Agreement or Program Plan due to requirements changes, or to address technical, schedule or funding realities, a PCA revision is developed, coordinated and submitted to EAA.
M4	10	Provide Program/Project status to the Program Management Council (PMC) per the guidelines to provided in NPG 7120.5.). Report program/project management process metrics to EAA on a monthly basis, supporting Agency compliance with the requirements in the GPRA and reflecting the general objectives of the NASA Strategic Plan.
M4	11	Develop program goals, objectives and strategies, if Code M2 is updating the Enterprise Strategic Plan. Coordinate inputs with the Lead Center and Program Office.
M4	12	Develop and provide guidelines for Development Program(s), if Code M6 is preparing the POP call.
DAA	13	Concur on POP budget guidance developed by Code M6 after review with Lead Center and Program Office.
M4	14	Review assessments if program/project is developing POP Center submission.
DAA	15	Provide concurrence to program/project.
M4	16	Assess center formal budget submission if Code M is formulating budget recommendations for the EAA for the respective program/project.
DAA	17	Provide recommendations for the EAA.

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7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
ISS Program Commitment Agreement	M-4	M-4	Hardcopy	Section 7 item 4,A	Permanent. Retire to FRC 5 yrs. after completion.
Agency Annual Performance Goals (for OSF Development Programs/Projects)	M-4	M-4	Electronic	Section 7 item 4,A	Permanent. Retire to FRC 5 yrs. after completion.